



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation General Support Services 2 Capitol Square Atlanta, Georgia 30334	Application Number 76-295	
Application Number		Date Received AUG 26 1976	Date Completed SEP - 8 1976
2. Person to Contact John T. Kitchens		Working Title Surplus Property Officer	Telephone Number 656-5251
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>245</u> Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1918 Present		5. Records Series Title (followed by title used in office, if different) Property Deed File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, equipment control, purchasing, inventory and warehouse control, general files, records management, Department Budget and Air Transportation service.			
7. Record Series Description Documents relating to: Included are: File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. maintaining a record of departmental ownership of buildings and/or property. Property deeds, plats, resolutions of the Commissioner, title insurance forms and related correspondence. This file includes all deeds except right-of-way deeds. Alphabetically by county.	
8. Monthly Reference Rate One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>.10</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Secretary of State
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | | | |
|--------------------------|-----------|--------|-----------------------------------|--|--------|
| a. State Law | See below | years. | d. Audit period | | years. |
| b. Statute of limitation | | years. | e. Administrative need | | years. |
| c. Federal law | | years. | f. Federal retention instructions | | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Georgia Code ann. Chapter 91-4A requires long-term retention to prove State ownership.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

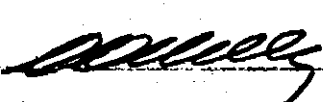
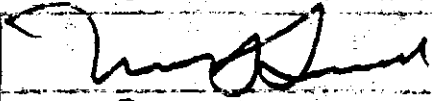
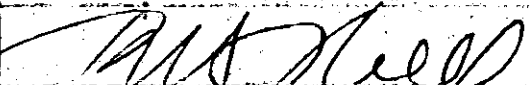
☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area month(s) year(s); then
- ☐ Transfer to local holding area; hold year(s); then
- ☐ Transfer to State Records Center; hold year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Upon sale of real property, transfer folder to inactive file. Cut off inactive file at end of each calendar year; hold in current files area 2 years; then destroy.

State Center, hold 1 year, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	8/26/76	Richard P. Hemmerich	Aug 18, 1976
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee			9-7-76
Secretary of State/Designee		Canall Hart	9-1-76
Attorney General/Designee			9-7-76